

**President's Report – Halifax Community College Board of Trustees
Meeting
May 29, 2007**

My report will be succinct and divided into the following sections to match the mutually agreed upon expectation and goals. The sections will include activities in the following areas:

- ❖ General Administration
- ❖ Relationships including:
 - Internal relationships with faculty, staff, students, and trustees; and,
 - External relationships with business and industry, the media, governmental bodies, and the general public
- ❖ Personal Attributes
- ❖ Personnel Administration
- ❖ Fiscal and Facilities Administration
- ❖ Academic Administration

During the months of March and April, Dr. Griffin attended/ participated or was represented in the following meetings.

General Administration

Management techniques, style, routine administration, day-to-day operations, institutional leadership, motivational skills, long-range planning, institutional goal establishment, the ability to delegate, to distinguish between policy and administration, and to implement and interpret board policy.

Foundation/Marketing

- Received \$11, 961 in contributions
- Met with donor re: upgrading scholarship from Growth to Endowment – Upgrade approved; approximate \$4,000 gift pledged – payout in May or June
- Finalized criteria for new Nursing Scholarship; took publicity photo with donor

Met with community drive co-chairs; finalized solicitation piece and took photos
– received \$1,000 gift pledge from one co-chair – payout in May

- Fall 2007 Scholarship selection criteria/data preparation

Relationships (Internal and External)

To maintain good communication internally, ensuring a wholesome institutional climate, and maintaining them externally

Internal Relationships

During the month of February, Dr. Griffin attended/ participated or was represented in the following meetings.

External Relationships

During the month of February, Dr. Griffin attended/ participated or was represented in the following meetings.

Dr. Griffin serves on the following Boards:

Board of Directors for Smart Start
Halifax Horizons Workforce Development
Halifax County Educational Facilities Capital Improvement Planning Committee
American Association of Community Colleges Commission on Marketing & Communications
Area Health Education Centers Regional Advisory Board
Roanoke Rapids Mill Community Advisory Council
National Advisory Council of the American Student Association of Community Colleges
Halifax County Economic Development Commission Board

Personal Attributes

Includes communication skills, people-oriented skills, moral character, and personal characteristics

Personnel Administration

Includes the president's ability to recommend qualified individuals, follow personnel policies and procedures, evaluate staff performance, and provide opportunities for staff development and accessibility to staff

Fiscal and Facilities Administration

Includes campus maintenance, budget development process, budget control, resource development program, foundations, facilities master plan, and an institutional budget that reflects the goals and objectives of the institution

Academic Administration

Includes educational programs that are relevant to community, student, and business and industry needs